

DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING

Opening Date: March 4, 2016

Closing Date: March 11, 2016

CASUAL/SEASONAL POSITION - Administrative Assistant
Criminal Division, Misdemeanor Trial Unit
Kent County

This is a Casual/Seasonal position (37.5 hours per week) without benefits. Hours are flexible. Salary will be commensurate with experience. *There is an immediate need to fill this position.*

This position provides administrative/clerical support to Deputy Attorneys General prosecuting crimes in the Criminal Division, Misdemeanor Trial Unit in Kent County. Duties include answering telephones, typing, filing, copying, and data entry, collating information and coordinating scheduling. This is a very fast-paced working environment.

Minimum Qualifications:

Must be detail oriented, well-organized and proficient in Microsoft Word. Must possess excellent spelling, grammar and proofreading skills.

Knowledge of DELJIS, LEISS and Enforcer would be helpful but are not required.

Internal Department Applicants: Please submit an updated Résumé or Summary of Work experience to the Director of Human Resources.

External Applicants: Please submit your Résumé and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801 or E-mail to DOJHR@state.de.us or Fax to: 302- 577-5866.
EOE.